

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/13/11 Im

ANNOUNCEMENT NO. 37

COMMISSIONER OF CODE ENFORCEMENT (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a Non-Competitive examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$42,758.15- \$133,845.38 per Yr.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, MAY 27, 2011 UNTIL POSITION IS FILLED**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

- TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.
- NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.
- NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under the supervision of the Director of Building and Housing, manages the Department's inspection staff which includes building, residential-building, electrical-safety, plumbing, mechanical, and elevator inspectors. Oversees the inspection of all City of Cleveland residential and commercial buildings and structures and any appurtenances connected or attached to such buildings or structures. Supervises employees to ensure compliance with laws, ordinances, rules, and regulations relating to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and maintenance of buildings and structures. Performs related duties as required to enforce the Cleveland Housing, Building, and Zoning Codes as well as the Ohio Building, Mechanical, Electrical, Plumbing, Elevator, and Residential Codes. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. The equivalent of ten years of full time paid experience as a contractor or superintendent of buildings or structures dealing with all phases and trades of construction including the responsibility for obtaining approvals and inspections is required. (Substitution: One year of inspection experience on work regulated by the Ohio Building Code, can be substituted for each year of experience as a contractor or superintendent lacking, up to five years.) A valid State of Ohio Driver's License is required. A State of Ohio Board of Building Standards (OBBS) certification as a Building Inspector as well as an OBBS certification as a Residential Building Official or Residential Building Inspector is required. (Must have and maintain required certifications throughout employment.) The following are preferred: Additional certification as a building official, electrical safety inspector, and/or plumbing inspector; supervisory experience.

- NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.
- NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing.
- NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER